

■ SHELTON ■

1981/2

JUNIOR COLLEGE DIVISION LIBRARY HANDBOOK

LIBRARY OF CONGRESS SYSTEM OF LIBRARY CLASSIFICATION

- A General Works
- B Philosophy--Religion--Psychology
- C History
- D General and Old World History
- E-F America
- G Geography--Anthropology--Sports
- H Social Sciences (Sociology, Business, Economics)
- I Vacant; left for expansion
- J Political Science
- K Law
- L Education
- M Music
- N Fine Arts
- O Vacant; left for expansion
- P Language and Literature
 - PN, PR, PS, PZ --- Fiction
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- W Vacant; left for expansion
- X Vacant; left for expansion
- Y Vacant; left for expansion
- Z Bibliography--Library Science

SHELTON STATE COMMUNITY COLLEGE JUNIOR COLLEGE DIVISION

The Junior College Division Library of Shelton State Community College first opened as a branch of the Brewer State Junior College, Fayette Campus Library in September, 1975 and was located in a single room in the old Jemison School on Greensboro Avenue. It became a separate library in January, 1977, and moved to its present location, 202 Skyland Boulevard, in June, 1977. On January 1, 1979, the Tuscaloosa Campus of Brewer State was merged with Shelton State Technical College to become Shelton State Community College. The Library presently serves the Junior College Division.

The Library supports the educational philosophy of the college and strives to serve the curricular and educational needs of the students and faculty in the best way possible within its resources.

The Library's staff gives careful and continuing attention to the evaluation of the program of services in order to maintain a balance, to anticipate future needs, and to be a dynamic, active and motivating force for progress in the College and community.

The Junior College Division Library holds memberships in the American Library Association, the Alabama Library Association, and the Alabama Junior College Library Association.

GENERAL INFORMATION

Library Hours The Shelton State Library is open 67.5 hours each week during regular school terms according to the following schedule:

Monday - Thursday 7:30 a.m. - 10:00 p.m.

Friday 7:30 a.m. - 5:00 p.m.

Circulation Library materials may be checked out as follows:

Books - two weeks

Magazines - three days (except the current issue)

Tapes and records - one week

Vertical File Materials - three days

Library fines and rules No fine is charged on overdue books from the Shelton State Library. We depend on the cooperation of the students and faculty to return books on time so they will be available for use by others. It is necessary to charge the cost of lost materials plus a \$5.00 processing fee.

The college prohibits food, drinks and smoking in the library, as well as in the classrooms.

Copy service A copy machine is available for use at the rate of five cents per page. Copies can also be made from microfilm at the same rate.

OTHER LIBRARIES AVAILABLE TO SHELTON STUDENTS

University of Alabama Libraries

All Shelton State students may use any of the University of Alabama libraries by presenting their current student activity cards. The University libraries charge twenty-five cents per day per book overdue fine. Shelton State students are subject to all rules and fines of the University libraries when using them and must return books directly to the University.

Tuscaloosa Public Library

Residents of Tuscaloosa County may obtain a library card to use the Tuscaloosa Public Library free of charge. Simply present some identification and ask for the card.

Birmingham Public Library

The Birmingham Public Library has been designated a Resource Center for the State of Alabama. They will provide books through interlibrary loan and will answer research questions.

Ask a librarian or call toll free 1-800-292-3985, Monday-Friday, 8:00 a.m. - 5:00 p.m.

ALICAT

Shelton State's library has access to college and public library collections across the state through ALICAT, Alabama Interlibrary Loan Catalog on microfilm. Students may search ALICAT by author or title and request books through inter-library loan.

HOW TO LOCATE A BOOK

Books in the Shelton State/Junior College Division Library are arranged on the shelves according to the Library of Congress Classification System, which is based on letters of the alphabet. The Dewey Classification System, used in most high schools, is based on numbers and decimals. Most colleges and universities use the Library of Congress system. It divides all knowledge into 20 basic categories, rather than the ten used by Dewey. A copy of the schedule showing the major divisions of the Library of Congress Classification System can be found on the first page of this booklet.

When a problem arises anywhere in your search--STOP--ask a librarian!

1. There are three ways to find a book in the card catalog: by the author's last name, by the title of the book, or by the subject of the book. All cards are filed alphabetically by the words on the top line of the card. Most libraries follow these rules for filing cards in the catalog:
 - a. Alphabetical arrangement is word-by-word rather than letter-by-letter.
 - b. Abbreviations are filed as if they were spelled out.
 - c. Names beginning with Mc or M' are arranged as if they were spelled Mac.
 - d. A, AN, and THE at the beginning of titles and headings are ignored.
 - e. Historical subheadings are filed in chronological order.
 - f. Books by a person are filed before books about him. (If a book is about a person, the name will be typed in all capital letters.)

g. The latest edition of a book is filed before the first edition.

2. Below is an example of the three kinds of cards for the same book, Weight lifting and Weight training.

AUTHOR CARD	GV 546 .K5	Kirkley, George W Weight lifting and weight training. New York, Arc Books [c1964, c1963]
	Weight lifting and weight training	
TITLE CARD	GV 546 .K5	Kirkley, George W Weight lifting and weight training. New York, Arc Books [c1964, c1963]
	WEIGHT LIFTING	
SUBJECT CARD	GV 546 .K5	Kirkley, George W Weight lifting and weight training. New York, Arc Books [c1964, c1963] 157 p. illus. 19 cm.
	1. Weight lifting. 1. Title. GV546.K5 796.41 63-17653	

3. A knowledge and understanding of subject headings is essential to the efficient use of the card catalog. There must be an understanding of the nature of the subject headings - how they are determined and how they are phrased - in order to know how to look for a topic in the card catalog.

To insure consistency in the subject headings used in the card catalog, libraries follow the headings used by the Library of Congress listed in the Library of Congress Subject Headings. These are the two big red books located on top of the card catalog in our library.

The subject heading is typed in all capital letters on the first line of the subject card in the card catalog. Subject headings describe the contents of a book in a word, a phrase, or a compound heading, inverted to emphasize the important words:

LITERATURE
LITERATURE - BIBLIOGRAPHY
LITERATURE, MODERN

Below is a list of a few topics and how they would be listed in the card catalog:

<u>TOPIC</u>	<u>SUBJECT HEADING</u>
The American Novel	AMERICAN FICTION--HISTORY AND CRITICISM
The history of contemporary England	GREAT BRITAIN--HISTORY--TWENTIETH CENTURY
The history of music	MUSIC--HISTORY
The American Revolution	UNITED STATES--HISTORY--REVOLUTION
The government of France	FRANCE--POLITICS AND GOVERNMENT

If you cannot find anything listed in the card catalog under the topic you want, consult the Library of Congress Subject Headings to find the appropriate subject heading. If your topic is not listed in bold

print, it is not a subject heading but will tell you where to look under See.

Example: Laboring class authors
See Authors, Laboring Class

Be sure to notice other related subjects under which you may look. These are designated by sa (See also) or xx (See also from).

ASK FOR HELP IF YOU HAVE TROUBLE HERE!

4. Once you have located a card for a book you want, write down the complete call number, located in the upper left-hand corner of the card.

Example: GN
400
.B4
1959

5. Look on the ends of the stacks in the center of the library to see on which shelf G is located. Then find GN. Under GN look for the 400's. Next locate .B under 400's, etc. In this way you should be able to locate the book with this call number. If not, look around on the shelf close by. The book may be misfiled.

If a book is not on the shelf it may be checked out. If so, the librarian can tell you when it should be returned and, if you wish, can hold it for you. If you cannot wait for the book to be returned, maybe another book will do.

DISCOURAGED? ASK A LIBRARIAN FOR HELP!

6. When you have the book you want, remove the check out card from the inside pocket, write your name and student number on the card and have a

librarian stamp the date due in the book. No one around?

RING BELL ON THE CIRCULATION DESK FOR ASSISTANCE

HOW TO LOCATE PERIODICAL MATERIAL

In order to find magazine articles on your subject, it is necessary to use the various indexes to periodicals which list articles by title and by subject.

1. Go to the index table in the periodicals section of the library and locate the index that will be most useful to you. The Reader's Guide to Periodical Literature (green volumes) list articles from popular magazines and is a good place to start. There are also indexes that list articles of a more scholarly nature. These are called specialized indexes, such as, Humanities Index, Social Sciences Index, Biography Index, Essay and General Literature Index and the MLA Bibliography.

WHICH INDEX IS BEST FOR YOUR TOPIC? ASK FOR HELP!

2. Having found the index you need, look up your topic. Start with the most recent volumes if you want the latest information. If you find what you want on the first try, go on to step three. If you find nothing, or if you find the articles listed are not exactly what you had in mind, you will need to work with your subject heading. Think of another term by which your topic may be called and try looking up this new subject.

ASK A LIBRARIAN FOR HELP IF THERE IS A PROBLEM HERE!

3. When you find articles on the topic you want, write down the complete citations: Name of journal or

magazine, volume number, pages, month, year.

Sample Entry:

BOREDOM

How to cope with boredom. J.
Gooding, Read Digest 108:51-4+
F'76

Interpretation of Entry:

Topic: Boredom

Title of article: "How to cope with boredom"

Author: J. Gooding

Title of magazine: Reader's Digest

Volume: 108

Page numbers of the article: page 51 through page 54 +

Month: February

Year: 1976

(Look in the front of the index for a key to the abbreviations.)

4. Look in the cardex file (on the table next to the index) under the name of the magazine to see if our library subscribes to it. If so, the years and months of the issues we have will be indicated by X. If we have it on microfilm the inclusive dates will be typed at the top of the card. Ask a librarian for the issues you want.

HOW TO LOCATE AUDIOVISUAL MATERIALS

1. The cards for all the audiovisual materials are located in the card catalog and are listed by title and subject. These cards have blue bands and are marked AUDIOVISUAL. There is also a book catalog of audiovisual materials located at the desk.

2. Once you have found a card for an audiovisual you wish to use, write down the complete call number which appears in the upper left-hand corner of the card.
3. Go to the audiovisual office and ask for the item by call number or by title. You may use the item only in the school building unless it is a tape or record. These may be checked out for one week.
4. Abbreviations used in the call number for audiovisuals are listed below:

AP	Art Print
AT	Audiotape (cassette tape only - no visuals)
FL	Filmloop (8 mm film, no sound)
FS	Filmstrip (35 mm film with no sound)
FSS	Sound Filmstrip (35 mm film with sound)
KL	Game
KT	Kit
MA	Map
MP	Motion Picture
PR	Phonorecording (record)
S	Slide Set (no sound)
SS	Sound Slide Set
TR	Transparency (for overhead projection)
VC	Video Cassette

5. If you do not find what you are looking for in the card catalog, ask the librarian for help or for use of the book catalog of non-print media (audiovisuals) located at the desk.



Have You Discovered

RESERVE BOOKS

Shelton State instructors may place books, periodicals, magazines articles, or audiovisuals on reserve for members of their classes to use. Students may ask for RESERVE materials at the Circulation Desk.

The circulation period for each item is determined by the teacher and is indicated on the card.

VERTICLE FILE

Pamphlets and clippings are kept in the filing cabinet next to the card catalog. These are filed under the subject headings and are a good source of current information on a subject. Up to 5 pamphlets may be checked out for three days. Clippings may be copied at five cents a page.

PAPERBACK BOOKS - TWO FOR ONE SWAP

In the Library is a rack of paperback books. The books are not purchased by the library but are swapped or traded by students. A student may bring in two of his own paperback books and trade them for one on the rack.

RECI PAPERBACKS

There is also a collection of popular, easy-reading paperbacks available for students to check out. These books may be borrowed for two weeks.

REFERENCE MATERIALS

A reference book is one that has been planned and written to be consulted for items of information rather than to be read throughout. It is organized for quick and easy use, either in alphabetical or chronological arrangement or by the use of detailed indexes. Always consult the front of a reference book for instructions on use or refer to the index, usually found in the back of the book or in a separate index volume.

Some reference books supply the needed information such as dictionaries, encyclopedias, atlases, etc. Others simply tell you where to locate the information such as indexes and bibliographies.

General reference books include:

1. Dictionary - provides information about words.
Example: Webster's Third New International Dictionary of the English Language.
2. Encyclopedia - gives an overview of a topic, definition, description, background, and bibliographical references.
Example: Encyclopaedia Britannica.
3. Index - points to where information can be found. In addition to periodical indexes, there are indexes to articles, essays, poems, speeches, short stories, plays and other writings which appear in collected works. Example: Essay and General Literature Index.
4. Yearbook - presents the events of the past year in brief, concise form.
Example: Statesman's Year-Book.
5. Handbook - provides miscellaneous items of information.
Example: Famous First Facts.

6. Almanac - originally a projection of the coming year by days, months, holidays, and weather forecasts, is the name now given to a collection of miscellaneous facts and statistical information.
Example: The World Almanac and Book of Facts.
7. Biographical dictionary - a collection of sketches of varying lengths about the lives of individuals arranged alphabetically by surname.
Example: Dictionary of American Biography.
8. Directory - lists names and addresses of persons, organizations, or institutions. May also provide information on purposes, dues and officers of organizations.
Example: Encyclopedia of Associations.
9. Atlas - a volume of maps, plates, or charts, with or without explanatory text.
Example: National Geographic Atlas of the World.
10. Gazetteer - provides geographical information and data about places. Does not define geographical terms.
Example: Columbia Lippincott Gazetteer of the World.
11. Bibliography - a list of books and other materials which have some relationship to each other.
Example: Guide to Reference Books.

Subject reference materials:

In addition to different kinds of general reference books, each subject area has its own reference books of each kind. For example, the field of literature has its own bibliographies, such as Guide to American Literature and its background since 1890; its own indexes, such as Granger's Index to Poetry; its own dictionaries and

encyclopedias, such as Dictionary of Literary Terms; its own handbooks, such as The Oxford Companion to English Literature; its own biographical dictionaries, such as Contemporary Authors, etc.

Therefore, when you are researching in a particular field it is necessary to consult the card catalog for the available reference books in that field.

The New York Times

HOW TO USE THE NEW YORK TIMES INDEX

The New York Times Index, located on the index table, presents a condensed, classified history of the world as it is recorded day-by-day in the New York Times. It gives an abstract of the news article which often furnishes the information desired in research. It also gives the location and date of the article as it appeared in the New York Times. The library has copies of the New York Times on microfilm if you wish to read the complete article.

The example shows how to use the Index.

(L)(M)(S) Beginning with the issue of January 1-15, 1974 all abstracts of news stories will include these story length indicators. Abstracts of editorials, editorial page columns and reviews will not include the indicator.

(L) indicates a long story of over 2 columns; (M) a medium sized item of up to two columns; (S) a short item of half a column or less.

DATE, PAGE, COLUMN REFERENCES: Each entry concludes with the date, page and column of the story's publication in The Times (e.g., My 1, 1:8 means that the story was published on May 1, page 1, column 8). Sunday sections other than the main news sections are identified by Roman numerals following the date (e.g., in My 6, IV, 3:4 the numeral IV denotes the News of the Week in Review section).

Cross reference heading

Heading

Abstract

Month, day, page, column

"(L)" indicates the article is of large length

LOCH Ness (Scotland) also Loch Ness Monster

LOCH Ness Expedition, Academy of Applied Science/New York Times. See also Loch Ness Monster

Many scientists found less thanl of photographic evidence about monster's existence; most recent studies, done by researchers from Boston Acad of Applied Science, involved specialized underwater photography and computer analysis. Technology Rev (MIT) and MCZ Newsletter (Harvard Univ's Comparative Zoology Museum) now support evidence. several scientists comment on evidence; techniques used to photograph monster described; impressive '33 photo of monster recalled; some scientists speculate on what type of animal monster might be; underwater photos, artists renderings, MIT Dr Harold E. Edgerton illus (M). Ap 8.1.3, recent evidence of possible existence of Loch Ness monster summarized; illus. (M). Ap 11.1V.7.1. Eliot Stanley Jr urges Scotland's further scientific efforts to identify and capture Loch Ness monster. Ap 15.33.4. J. Gracia Jr doubts actual existence of monster, notes Apr 11 article noting scientific denunciation suggested by Sir Peter Scott is an argument for 'monster hoax by Sir Peter' Ap 21.36.4; Academy of Applied Science (Boston, Mass) and NY Times to undertake most thorough and technologically sophisticated investigation to date in order to identify elusive and unexplained phenomenon usually referred to as Loch Ness Monster; purpose of expedition, which is expected to cost more than \$75,000 and take anywhere from six to several mos, is to obtain, by means of advanced underwater cameras, sonar and other electronics, clear and detailed photographs of creature so that it can be positively identified by zoologists; past expeditions by lead member Dr Robert H Rines recalled; details on scientists who will participate in investigation, or photography techniques and equipment to be used, and on planned sonar phases; illustrations, Rines, Edgerton and Wyckoff illus, composite area maps, drawing (L). My 28.1.5, project summarized (M). My 30.1V.1.3. 1st tests begin, June 4; Dr Harold E. Edgerton, Royal Ontario Museum zoologist Dr Christopher McGowan, Cambridge Univ Zoology grad Jeffrey Thomason and NY Times reporter John Wilford begin sonar tests in Urquhart Bay; expedition's chief sonar expert Martin Klein is expected to arrive at Loch Ness during wk of June 6; expedition leader Dr Robert H Rines and Charles W. Wyckoff deploy cables from pier to buoy to supply elec power for underwater cameras and lights and provide link between underwater TV camera and shore monitoring station; illus (L). Je 4.1.3.3. folklore surrounding Loch Ness Monster sightings, which purportedly began in 565 when St Columba commanded beast to 'cease vicious ways, trace past scientific expeditions that have attempted to find and identify monster described; drawings, illus (L). Je 5.8.4. J. N. Wilford describes June 5 operations; expedition has already obtained 8,000 color photos from 1 camera submerged in water; film is to be processed during wk of June 6; engineers and scientists have established lakeside operations station; activities there described; most of expensive photo and

"All the News That's Fit to Print"

The New York Times

VOL. CXXV No. 42,421 NEW YORK, FRIDAY, MAY 31, 1974

STRAINS CONSENT TO U.S. EXTENSION OF BUFFER ZONE

After Meeting in Damascus, Syrian Leaders Approve U.S. Plan to Expand Buffer Zone

EVASIVE ON CONDITIONS

By Scott Stirling in Damascus

SYRIAN LEADERS APPROVE U.S. PLAN TO EXPAND BUFFER ZONE

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SYRIAN LEADERS APPROVE U.S. PLAN TO EXPAND BUFFER ZONE



Sister of Moslem Leader Is Murdered in Lebanon

By Robert R. Lynd

Drive Is On to Dispel Hays of House Chairmanship

By Robert R. Lynd

Scientists Plan All-O

By Robert R. Lynd

